

Town of Milton

*115 Federal St
Milton, DE 19968*



www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

December 30, 2013

To: Mayor & Council

From: Robin Davis 

Ref: Monthly Report

Attached you will find the reports submitted by the Project Coordinator & Code Enforcement Officer for December 2013. These reports summarize the majority of the activities and projects handled by the Planning & Code Department.

Please feel free to contact me if there are any questions or comments.

Town Council Report
Code Department December 2013

Building Permits Issued	# of Permits	Est. Const. Cost	Permit Fee	Note
Single family home	1	\$139,048.00	\$2,780.96	
Single family interior renovations	3	\$19,300.00	\$468.00	
Single family exterior renovations	6	\$40,114.00	\$967.00	
Single family misc.	1	\$0.00	\$650.00	Bldg Sewer permits for new homes
Commercial				
Commercial interior renovations	1	\$577,000.00	\$7,894.00	Tenant fit out - Beebe
Commercial exterior renovations				
Commercial misc.	1	\$2,000.00	\$30.00	Sign
Demolition				
Multi family home				
Multi family interior renovations				
Multi family exterior renovations				
Multi family misc.				
Other	3	\$76,710.00	\$790.00	
Total Permits Issued	16	\$861,972.00	\$13,742.96	
Total Certificate of Occupancy Issued	29			

	Business	Rental	Total
Licenses Issued	39	62	101
License Fees Received	\$4,425.00	\$9,300.00	\$13,725.00

Violation Letters Issued	See
Violations Forwarded to Attorney for review	Attached
Contact with Property Owner for violations	Sheet

Planning & Zoning	Status
Fernoor Homes at Heritage Creek	Approved
Proposed amendment to 220-99	Forward advisory report to Council
Policy/Procedure Discussion	

Historic Preservation Commission	Status
Meeting Cancelled	
No agenda items	

Meeting Cancelled	
No agenda items	

**Project Coordinator
Monthly Report
December 2013**

11/25/13 – 11/29/13

- Prepare timesheets
- Code and approve misc. bills
- Town Council Agenda
 - o Discuss items and wording with Town Clerk
 - o Prepare documents for agenda items
- Heritage Creek Subdivision Phase 5
 - o Emails/calls to engineer for applicant
 - Placement of application on Town Council agenda
 - o Review revised record plat
- 211 Broadkill Road – Supplemental Parking Lot
 - o Review follow up emails from Mayor and Town Solicitor
 - o Response to email from Ami – temporary C/O request
 - o Review email from Bonnie Keeler (DELDOT)
 - Letter deferring construction of sidewalk/curbing
 - o Telephone call to Ami
 - Discuss required items on approved site plan
 - Site Plan modification requirements
- 407 Chestnut St
 - o Telephone call from Joseph Scudlark (owner)
 - Discuss possible changes to HPC approvals
 - Discuss requirements for future renovations
- Telephone call from Mike Bacher (realtor)
 - o Questions pertaining to businesses in homes
 - Submission requirements and timeline of process
- Cannery Village Propane Tank Field
 - o Bond Request Letter
 - Prepare and send out letter for bonding company
 - Respond to follow up emails from bonding company
- Building Permit Fees
 - o Discuss with Code Enforcement Officer
 - o Discuss possible changes in calculating fees
- Heritage Creek Clubhouse – Site Plan Review
 - o Prepare public notification for newspaper
 - o Follow up call to Sandy Barr (Cape Gazette)
 - Publication date of notice
- Heritage Creek Subdivision – Phase 6
 - o Emails/calls to engineer for applicant
 - Submission of application and documents

12/02/13 – 12/06/13

- Code and approve misc. bills
- Attend Town Council meeting
- Heritage Creek Phase 5
 - o Review revised record plat and page of construction drawings
 - o Follow up email to engineer for applicant
- Milton Fire Department Christmas Parade
 - o Prepare and distribute parade/public assembly permit
- Proposed Ordinance Amendment – Home Occupations
 - o Calls to additional municipalities
 - Discuss code requirements
- Utility Accounts
 - o New accounts for well meters
 - o Discuss uploading in Edmunds with Town Clerk & Water Dept. Supervisor
- Historic Preservation Commission
 - o Prepare and post agenda
 - o Notify library staff of meeting cancellation
- 211 Broadkill Road – Supplemental Parking Lot
 - o Modification of approved Special Permitted Use
 - Emails/calls to Planning & Zoning members (additional meeting)
 - o Review revised submission documents
 - o Follow up calls to Chuck Adams (surveyor for applicant)
- 314 & 316 Mill Street
 - o Call from Mike Kelly (builder)
 - H.P.C. & consolidation of lot procedures
 - Discuss code requirements and timeline
- Certified Local Government Grant
 - o Historic Resources Update
 - Review email from Rebecca Sheppard (CHAD representative)
 - Prepare status report for project
 - Follow up call to Joan Larrivee (Grant Manager)
- Planning & Zoning Commission
 - o Prepare and post agenda for additional monthly meeting
 - o Contact library staff for room reservation

12/09/13 – 12/13/13

- Attend Planning & Zoning Commission meeting
- Code and approve misc. bills
- Planning & Zoning Commission
 - o Prepare and post agenda
 - o Notify library staff and Public Works Dept. of meeting cancellation

- Sex Offender Ordinance
 - o Respond to email from Mayor
 - Unable to produce maps at Town Hall, forward to Pennoni
 - o Call to Carlton Savage (Pennoni)
 - Request for overlay map for sex offender ordinance review
 - Maps to designate 3000', 1500', 1000' and 500'
 - Area around schools parks, daycares
 - o Follow up call from Carlton Savage
 - Discuss status of mapping project
- Board of Adjustment
 - o Prepare and post agenda
 - o Notify library staff and Public Works Dept. of meeting cancellation
- Prepare timesheets
- 211 Broadkill Road – Supplemental Parking Lot
 - o Modification of approved Special Permitted Use
 - Discuss lighting modification approved by Planning & Zoning
 - Discuss need to follow up site visit
 - Adjustment to lights by Delmarva Power
 - Issuance of certificate of occupancy
- Dryzone
 - o Meet with Code Enforcement Officer
 - Discuss status of removal of outside storage items
 - Review proposal for fencing around property

12/16/13 – 12/20/13

- Code and approve misc. bills
- Town of Milton Meeting Schedule
 - o Prepare application for library room reservations
 - o Prepare list of meeting dates (July 2013 – December 2013)
 - o Review list with library staff
- Meet with Code Enforcement Officer
 - o Discuss proposed zoning ordinance changes
 - o Discuss layout and wording for submission to Council
- 314 & 316 Mill Street
 - o Meet with Mike Kelly and James Hake
 - o H.P.C. application and Consolidation of lots
 - Review documents for submission
 - Discuss procedures
- Heritage Creek Subdivision
 - o Meeting at Town Hall
 - Preston Schell, HOA members and town representatives
 - Site plan and subdivision procedure discussions
 - Site Plan Review for clubhouse
- 604 Union Street

- Call from Don Webster
 - Set up meeting to discuss potential work at site
- Meeting with Code Enforcement Officer
 - Discuss tracking of business/rental licenses and renewals
- Dogfish Malt Grain Expansion
 - Site visit to review status of project
 - Call to Mike Glick to discuss completed work
- Heritage Creek Clubhouse – Site Plan Review
 - Call to Bob Kerr
 - Attendance at Planning & Zoning meeting
 - Review preliminary comments
- Proposed Ordinance Amendments – Chapter 220
 - Prepare public notification for newspaper
- Heritage Creek Subdivision Phase 6
 - Prepare documents and memo for submission to Council
- 111 Mill Pond Ave
 - Call from Neil Sands
 - Discuss code violation – fence
 - Complaint received by Code Enforcement Officer
- Sex Offender Ordinance
 - Review overlay maps supplied by Pennoni
 - Call to Carlton Savage
 - Discuss wording in code in relationship to maps

12/23/13 – 12/27/13

- Prepare timesheets
- Code and approve misc. bills
- Cannery Village Propane Tank field
 - Appeal request from Dr. Patterson
 - Prepare memo detailing review timeline
 - Copy Planning & Zoning Commission documents
 - Needed for review by Town Council
- Prepare invoice for Heritage Creek Phase 6 subdivision
- Heritage Creek Clubhouse – Site Plan Review
 - Review revised plans
 - Meet with Carlton Savage to drop off and discuss updated submission
- Sex Offender Ordinance
 - Meet with Carlton Savage to review completed overlay maps
- Holiday & Vacation

This report does not include normal day to day conversations, emails or meetings with the residents, Committee/Commission members, elected officials, town staff, etc.

C.E. VIOLATIONS DEC. 2013

<u>DATE</u>	<u>ADDRESS</u>	<u>VIOLATION</u>	<u>ACTION TAKEN</u>	<u>FINAL DISPOSITION</u>	<u>DONE</u>
11/25/2013	305 Valley Rd.	lumber blocking street	talked w/builder	lumber has been removed	Y
11/27/2013	416 Sussex	mattress in back yard	left door hanger	item has been removed	Y
12/3/2013	102 Mermaid	debris in yard	left door hanger	items have been removed	Y
12/3/2013	215 S. Spinnaker	sofa on back deck	left door hanger, sent certified letter		
12/8/2013	126 N. Spinnaker	chair in yard	talked w/owner	chair has been removed	Y
12/11/2013	304 S. Spinnaker	trash cans left out	talked w/owner	can has been removed	Y
12/11/2013	308 S. Spinnaker	trash cans left out	left door hanger	can has been removed	Y
12/16/2013	535 Union	bush blocking street view	left door hanger		
19-Dec	604 S. Spinnaker	trash cans left out	left door hanger	can has been removed	Y
12/23/2013	330 Bay Court	mattress on porch	left door hanger		
12/23/2013	110 Tilney	debris in yard	talked w/tenant		
12/26/2013	610 Union	sinkhole in backyard	sent certified letter	debris has been removed	Y

C.E. MONTHLY REPORT – DEC. 2013

**PERMITS ISSUED TO: 318 Mulberry
312 Walnut
415 Boxwood
614 Mulberry
110 Pond Dr.
412 Cedar
407 Chestnut
510 Union
109 Hazzard Ln.
113 Broad
400 Mulberry
117 Heritage
303 Walnut**

**CERTIFIED LETTER TO: 215 S. Spinnaker
610 Union**

CLOSED OUT 29 OLD PERMITS

**TALKED WITH MR. LAWSON AT DRYZONE – HE WILL BE
OBTAINING A FENCE PERMIT AND REMOVING ALL OUTSIDE
STORAGE ITEMS. HE IS AWARE THAT THE AREA CAN NO
LONGER BE USED FOR OUTSIDE STORAGE.**